

0510.08 Agency Contract Administrators

Issued August 31, 1998

SUBJECT: Agency Contract Administrators.

APPLICATION: Executive Branch Departments and Sub-Units

PURPOSE: To specify the duties and responsibilities of a contract administrator who serves as the agency's day-to-day manager of a contract awarded through Acquisition Services. The procedure applies to all purchases for commodities, services, information processing and telecommunications made by Acquisition Services, where a contract administrator is identified by an agency.

CONTACT AGENCY: Department of Management and Budget (DMB) - Acquisition Services

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SUMMARY: Successful completion of a contract requires monitoring. Effective oversight by a contract administrator will increase the probability that expectations associated with a project or service are fulfilled in a responsible fashion. Monitoring also should uncover difficulties which, left unattended, could lead to the failure of a project or to unsatisfactory service.

Duties of a contract administrator do not include authority to negotiate changes, modifications, amendments, or otherwise alter the terms, conditions, prices and specifications of the contract. This authority rests solely with Acquisition Services. Any amendment to the contract will be issued by Acquisition Services as a formal contract amendment. Suggested revisions should be discussed with Acquisition Services

APPLICABLE FORMS: Vendor Performance (PCHL5260)

PROCEDURES:

Department/Agency Program Staff:

- Identifies, if possible, the contract administrator at the time a requisition is sent to Acquisition Services.

Department/Agency Contract Administrator:

- Learns the terms and conditions of the ITB and works with Acquisition Services and the agency procurement staff during the procurement process.
- Participates in pre-bid meetings, oral presentations and the joint evaluation committee process (see Procedure 0510.07).
- Works with department procurement and personnel staff to obtain Department of Civil Service approval, via a revised CS-138, if conditions cited in the original CS-138 change before an award is made.
- After an award has been made by Acquisition Services, meets with the contractor to discuss provisions of the contract, in order to insure mutual understanding of the respective roles and responsibilities of the contract administrator, the contractor and Acquisition Services. The State

and the contractor are bound mutually by the terms, conditions and work statement contained in the contract. Neither the contract administrator nor the contractor may alter the contract.

- Reviews the contractor's detailed work plan to insure that it will result in meeting the objectives and tasks stated in the contract.
- Maintains a file containing:
 - Invitation to Bid (ITB).
 - Vendor performances.
 - Contractor's responses.
 - Contract (formal contractual document or purchase order).
 - Correspondence and memorandums.
 - Progress reports.
 - Contractor's invoices and supporting documentation.
 - Draft deliverables.
 - Final deliverables.
 - Post-project evaluation.
- Certifies that work has been performed in conformance with the terms and conditions of the contract, and reviews vendor invoices. Follows the department's standard procedures for processing vendor payments.
- Completes ADPICS screen 5260, Vendor Performance (See Procedure 0510.11), if the contractor is not performing in accordance with stated terms or conditions of the contract, if the services are of an unsatisfactory nature, or if the vendor is exceeding service requirements. Works with Acquisition Services to resolve significant and/or ongoing problems. Agencies requiring internal procurement office involvement should include them in this process.
- Holds regularly scheduled meetings with the contractor to discuss the project or services, and to review progress in accordance with terms of the contract.
- Communicates to Acquisition Services, through the department procurement office, any proposed contract changes, such as time extensions or technical adjustments. In the case of time extensions, requests should be made at least 30 days prior to the project's scheduled completion date.
- Works with department procurement staff to obtain Department of Civil Service approval, via a revised CS-138, if proposed contract changes result in changes in conditions cited in the previous CS-138.
- At the time of project completion, prior to initiating final payment, reviews the contractor's projects, including progress reports and deliverables, to ascertain whether all terms and conditions of the contract have been met.
- To document that the objectives of the project or services have been addressed, writes a post-project review and evaluation. Copies of the post-project review must be submitted to the department procurement office prior to final payment.
- If the project is a multiple-phase activity, assists in development of the subsequent ITB, for submission to Acquisition Services for competitive solicitation.

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